

Virginia
DOR
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

A check or money order payable to the Treasurer of Virginia, or a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

	Fee	X
Trainee Certification	\$90.00	<input type="checkbox"/>
Journeyman Certification	\$90.00	<input type="checkbox"/>
Master Certification	\$90.00	<input type="checkbox"/>

- | | | | | | | |
|-----------------------|------|-----|--------------|------|----------------|------------|
| OFFICE
USE
ONLY | DATE | FEE | CLASS OF FEE | 2719 | LICENSE NUMBER | ISSUE DATE |
|-----------------------|------|-----|--------------|------|----------------|------------|

11. Do you hold a current or expired Water Well Provider, Pump or Drilling license, certification or registration from another state or jurisdiction?

No ☐

Yes ☐ If yes, complete the following table and **attach a copy of each license, certification or registration.**

State	Designation	License Number	Expiration Date

12. A. Are you applying for a **Virginia** Certified Water Well System Provider card through the examination exemption provided in **§ 54.1130 B of the Code of Virginia**?

No ☐ If no, proceed to question 13.

Yes ☐

- B. Satisfactory proof of having been actively and continuously engaged in water well construction activities immediately prior to July 1, 2007, is required. You must have been employed by a properly licensed water well contractor during this period of active and continuous engagement in water well construction activities. If you were employed by an out-of-state contractor that is not licensed in Virginia, you must submit a letter of good standing for the employer's water well contractor's license. Indicate your experience qualifications and attach verification on the **Individual Experience Form (2710 EXP)**.

☐ One year of experience in water well construction activities for **trainee** certification.

☐ Three years of experience in water well construction activities for **journeyman** certification.

☐ Six years of experience in water well construction activities for **master** certification.

After selecting one of the above, proceed to Question 16

13. Are you applying for the **trainee** water well systems provider examination?

No ☐ If no, proceed to question 14.

Yes ☐ If yes, provide verification of at least one year of practical experience in the trade under the supervision of a certified master water well systems provider for **trainee** certification on the **Individual Experience Form (2710 EXP)** and submit with your application.

14. Are you applying for the **journeyman** water well systems provider examination?

No ☐ If no, proceed to question 15.

Yes ☐ If yes, provide verification of at least three years of practical experience in the trade under the supervision of a certified master water well systems provider and 24 hours of formal vocational training in the trade for **journeyman** certification on the **Individual Experience Form (2710 EXP)** and the **Individual Vocational Training Form (2710 VOTR)** and submit with your application.

15. Are you applying for the **master** water well systems provider examination?

No ☐

Yes ☐ If yes, provide verification of at least six years of practical experience in the trade under the supervision of a certified master water well systems provider and 48 hours of formal vocational training in the trade for **master** certification on the **Individual Experience Form (2710 EXP)** and the **Individual Vocational Training Form (2710 VOTR)** and submit with your application.

If you did not answer "yes" to question 12, 13, 14, or 15 you do not qualify for a Virginia Water Well System Provider Certification.

16. Have you been subject to disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

17. A. Have you ever been convicted in any jurisdiction of **any felony**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, provide the information requested in #17.C.

- B. Have you ever been convicted in any jurisdiction of **any misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, provide the information requested in #17.C.

C. **Please read the following instructions carefully!**

If you answered "yes" to either question #17.A. or #17.B., list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472. *Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Note: *If you have submitted the required documentation to the Virginia Board for Contractors with a previous application, which resulted in the issuance of a license or certification by the Board for Contractors, and you do not have any additional felony and misdemeanor convictions, you do not have to submit the information listed above. Instead, you must submit a document with your application package which includes 1) Board for Contractors' License or Certification Number(s) which were issued following the Board's review of the same criminal conviction documents, 2) a statement that you have not been convicted of any additional felonies and misdemeanors, 3) the date, and 4) your signature.*

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a valid state-issued Virginia Board for Contractors License or Certification, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

§ 18-VAC-50-30-30.7 of the *Board for Contractors Individual License and Certification Regulations* states, "Each non-resident applicant for a license or certification card shall file and maintain with the department an irrevocable consent for the department to serve as service agent for all actions filed in any court in this Commonwealth. In those instances where service is required, the director of the department will mail the court document to the individual at the address of record."

18. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action; or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested certification. I also certify that I understand, and have complied with, all the laws of Virginia related to contractors licensure under the provisions of Title 54.1, Chapter 11 of the *Code of Virginia*, and the *Board for Contractors Individual License and Certification Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.